Position:	Junior Representative Team Manager
Managers:	Region 8 Junior Representative Administrator Region 8 Age Group Coordinator
Direct Reports:	Nil
Role Purpose:	Assist the Head Coach with training and match day along with managing the team throughout the trial process and the tournament for the Region 8 Junior Representative Team appointed to
Document Date:	August 2024

Region 8 Junior Representative Cricket Coaching Philosophy

The Region 8 Coaching Philosophy for their Junior Representative Program is:
- "Coaches to develop a fun, safe, engaging and supportive learning environment where players learn to adapt, make good decisions and work as a team."

Key Responsibilities

- Liaise with the Region 8 Age Group Coordinator in the organization of:
  - Region 8 Functions
  - Squad training
  - Venue bookings
  - Equipment
  - Team photos
  - Day to day management of games; sunscreen, cordial, scoring, lunches etc
- Attend all training sessions, practice matches and competition matches
- Complete all required paperwork accurately and on time
- Oversee the roster of parents/guardians to fulfil match day roles including scoring, lunches etc
- Ensure all competition matches are scored on PlayHQ and uploaded as per VCCL rules
- Ensure drinks are organised for team and umpires at appropriate breaks
- Liaise with Head Coach on all team matters to be communicated to Players/Parents regarding functions, trainings, practice matches and competition matches
- Be responsible for all two-way communications between the Players/Parents and Region 8 Officials (Head Coach, Age Group Coordinator & Director of Coaching)
- Ensure the Region 8 Codes of Behaviour (Players, Officials and Parents) are adhered to and collected.
- Adhere to all policies in place for Region 8 officials including but not limited to Code of Behaviour, Child Safety and Social Media policy.

Key Stakeholders

- Region 8 Junior Representative Administrator
- Region 8 Age Group Coordinator
- Region 8 Clubs
- Head Coach
- Players / Parents
- VCCL Convenor

Key Position Requirements

Essential
- Excellent verbal and written communication skills
- Excellent time management skills and attention to detail
- Have good working knowledge of cricket
- Ability to use and understand PlayHQ Live Scoring software
- Can commit the time to attend most team sessions and all matches
- Preferred Current driver's license
- Valid Victorian employee or volunteer Working with Children Checks

Desired
- First Aid qualification
- Flexible time commitment

Child Protection

It is your duty to comply with the Region 8 Child Safety Policy which is designed to protect the welfare of children involved in the sport of cricket. As part of your duty, you must recognise that children need special care and attention that you will provide as you will be committed to protecting and prioritising the safety of children.

Governance

It is your duty to comply with the Region 8 policies and procedures which set out governance standards and manage risks for our organisation. You are responsible for being aware of and complying with all policies and procedures.

Duties Under Workplace Health and Safety Requirements

We are committed to protecting the health, safety and wellbeing of all of those that work with us.

Your duties are to:
- Comply with all Region 8 policies, procedures and relevant legislation.
- Comply with all reasonable instructions from Age Group Coordinator in relation to health and safety.
- Take reasonable care of your own health and safety.
- Ensure your actions or omissions do not adversely affect the health and safety of other persons.
- Report any hazards, near misses and incidents to your Age Group Coordinator and complete the required formal report mechanism; and
- *Complete relevant health and safety training.*

Acknowledgement

The list of key responsibilities and key results areas herein are not intended to be all inclusive and may include additional responsibilities as required and assigned.